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Bulletin Number 41655BR
Type of Recruitment Open Competitive Job Opportunity
Department Human Resources Countywide Exams
Position Title CONTRACT MONITOR, RECREATIONAL SERVICES
Exam Number I8861E
Filing Type Open Continuous
Filing Start Date 09/22/2014
Salary Type Monthly
Salary Minimum 4421.18
Salary Maximum 5798.82

Position/Program Information

APPLICATIONS WILL BE ACCEPTED STARTING MONDAY, SEPTEMBER 22, 2014, AT 8:00 A.M. (PST).

FILING WILL BE SUSPENDED AFTER THE FIRST 150 APPLICATIONS ARE RECEIVED OR BY MONDAY, SEPTEMBER 29, 2014 AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. THE EXAM WILL REOPEN AS THE NEED OF THE SERVICE REQUIRES.

Monitors, audits, and evaluates the performance of private sector companies on contract to provide specific services for the Department of Beaches and Harbors and the Department of Parks and Recreation. Positions allocable to this class report to the Supervising Contract Monitor, Beaches and Harbors, or to other higher-level contract and administrative positions. This class is primarily responsible for monitoring the overall quality of services provided by private sector contractors and for conducting random and detailed audits and evaluations of specific aspects of contracted services.

Essential Job Functions

Monitors, audits, and evaluates services provided by contractors. Makes daily on-site visits of contractors' various locations to conduct detailed technical inspections of services provided by contractors. Prepares daily activity reports and detailed inspection reports of contracted services including fees charged and collected. Investigates problems and recommends resolutions to their immediate supervisor, including preparing notices of non-compliance and default as necessary. Determines and reports level of department compliance with contracts regarding maintenance and repair of contractors' facilities. Maintains, interprets, and summarizes statistical data obtained by inspection and review of contractors records of activities according to pre-established procedure. Audits concessionaires and vendors to make certain their prices, product quality and services comply with the terms of their contracts or permits. Inspects film companies filming on department premises to verify that they are properly permitted and are complying within the terms and conditions of their permit.

Requirements**SELECTION REQUIREMENTS:**

OPTION I: Two years of experience in an administrative or staff capacity* analyzing or making recommendations for the solution of problems of organization, procedure, program, budget, personnel or contracting at the level of Los Angeles County class of Administrative Assistant II.

OPTION II: One year of experience monitoring contract services** at the level of Los Angeles County class of Administrative Assistant II.

Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Special Requirement Information	*Administrative or staff capacity is defined as work performed to assist and support administration by conducting research and making recommendations to administration.

**Experience monitoring contract services includes monitoring and inspecting the performance of private contractors to ensure contractors are providing services in accordance with contract terms.

EXPERIENCE PERFORMING DUTIES OUTSIDE OF APPLICANT'S OFFICIAL PAYROLL TITLE WILL BE ACCEPTED FOR THIS EXAMINATION; HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING YOUR ASSIGNED DUTIES, WILL BE EVALUATED TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.

Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. Applicants who are within six (6) months of meeting the requirements while working outside of their classification WILL NOT be placed on withhold status. Therefore, their applications will not be accepted.

Examination Content	This examination will consist of two (2) parts:
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PART I: A written test weighted 60% that contains both computerized and paper-and-pencil components covering Reading Comprehension, Data Analysis and Decision Making/Mathematics, Written Expression, Achievement, Confidence & Optimism, Deductive Reasoning, Independence, Influence, Professional Potential, and Reliability.

Applicants that have taken identical written test part(s) for other exams within the last 12 months will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Candidates must achieve a passing score of 70% or higher on the written test (Part I) in order to proceed to Structured Interview (Part II) in this examination.

PART II: A structured interview weighted 40% that will assess Customer Service, Interpersonal Skills, Integrity/Honesty, Oral Communication, Technology Application, and Teaching Others.

Invitation letters for both the written test and the structured interview will be

sent electronically to the email address provided on the application. It is important that candidates provide a valid email address.

Candidates will be notified of their test results by US mail. Scores cannot be given over the telephone.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

**Special
Information**

JOB LOCATION:

This position is located at the Department of Beaches and Harbors facilities in Marina Del Rey.

TEST PREPARATION:

An interactive, Online Test Preparation System for taking practice tests and printable information may be accessed on the Department of Human Resources Job Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation." You can also access practice tests for the computerized portion of the test by going to the following website:

<http://www.shldirect.com/en/practice-tests/>

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy
Information**

The resulting eligible register will be used to fill vacancies in the Department of Beaches and Harbors.

**Eligibility
Information**

Applications will be processed on an "as-received" basis and those earning a passing score will be promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group and will remain on the register for a period of 12 months following the date of promulgation.

No person may compete in this examination more than once every twelve (12) months.

Selective Certification for Contract Monitoring experience:

In accordance with Civil Service Rule 11.03 of the Los Angeles County Code, a selective certification will be established for experience in contract monitoring. Candidates will be canvassed during the exam process to identify those that meet the following job-related criteria:

One year of full time experience reviewing, analyzing, and monitoring contracts for the purpose of evaluating contractor performance and deliverables, ensuring compliance with the terms and conditions of the contract, and making recommendations for revision or correction to performance of contract.

**Application and
Filing
Information**

APPLICATIONS MUST BE COMPLETED ONLINE ONLY.

APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking the link that reads "Apply to Job". You can also track the status of your application using this system. We must receive your application by 5:00 pm, PST, on the last day of filing.

The exam will reopen as the needs of the service require.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. DIRECT COPIES OF CLASS SPECIFICATIONS AND MINIMUM REQUIREMENTS AS YOUR DESCRIPTION OF DUTIES WILL NOT BE SUFFICIENT TO MEET REQUIREMENTS. If your application is incomplete it will be rejected.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

OR

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Sarah Rivanis
Department Contact Phone	(213) 738-2129
Department Contact Email	srivanis@hr.lacounty.gov
ADA Coordinator Phone	adarequests@hr.lacounty.gov
Teletype Phone	(800) 899-4099
California Relay Services Phone	(800) 735-2922
Job Field	Administration
Job Type	Administrative Support

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